

INDIANA NPDES DMR INSTRUCTIONS

IDEM – June 2008

1. **The form has been partially completed by IDEM. However, you must confirm the accuracy of that information. If there are errors in the preprinted information, contact the individual identified at the top right corner of the Discharge Monitoring Report (DMR).**
2. Check "PERMITTEE NAME/ ADDRESS (and facility name/location, if different)," "PERMIT NUMBER," and "PERMITTED FEATURE" (outfall number).
3. Check the beginning and ending dates of the "MONITORING PERIOD" covered by form.
4. If no discharge occurs during monitoring period, check the box for "NO DISCHARGE".
5. Check that each "PARAMETER" specified in the permit's monitoring requirements is included.
6. Enter "SAMPLE MEASUREMENT" data for each parameter under "QUANTITY" and "QUALITY" **in the units specified in the permit.**
"Average" is normally arithmetic average (geometric mean for bacterial parameters) of all sample measurements for each parameter obtained during Monitoring Period;
"Maximum" and "Minimum" are normally extreme high and low measurements obtained during Monitoring Period.
7. Check that the "PERMIT REQUIREMENT" for each parameter under "QUANTITY" and "QUALITY" is as specified in the permit.
8. Under "NO. EX", enter number of sample measurements during the monitoring period that exceeded the maximum and/or minimum and/or averages permit limits for each parameter. If, for example, both loading and concentration daily limits were exceeded on five days and both the monthly loading and concentration limits were exceeded, the total violations entered under "NO. EX" would be "12". If none, enter "0".
9. Enter "Frequency of Analysis" on the "SAMPLE MEASUREMENT" row as the actual frequency of sampling and analysis used during monitoring period and check the preprinted "PERMIT REQUIREMENT" specified in permit. (e.g. Enter "Cont." for continuous monitoring, "1/7" for one day per week, "1/30" for one day per month, "1/90" for one day per quarter, etc.)
10. Enter "Sample Type" on the "Sample Measurement" row as the actual sample type used during the monitoring period and check the preprinted "Permit Requirement". (e.g. Enter "Grab" for individual sample, "COMP24" for 24-hour composite, "CONT" for continuous monitoring, etc.)
11. If violations of permit requirements are reported, attach an explanation to describe cause and corrective actions taken, and reference each violation by date.
12. Enter "NAME AND TITLE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT" and that individual's "SIGNATURE", "TELEPHONE" number, and "DATE" at bottom of form. Make sure that the printed name is legible and that the phone number is up to date.
13. Mail the signed DMR to IDEM by the date specified in the permit. Retain a copy for your records.
14. More detailed instructions for use of this Discharge Monitoring Report (DMR) form may be obtained from the individual identified in the top right corner of the DMR.
15. Unless there was no discharge (see #4), **FILL IN ALL BLANKS!**